

CHIEF ENGINEER I

OPEN EXAMINATION - STATEWIDE

SALARY RANGE: CHIEF ENGINEER I: \$5,677.00 - \$5,961.00

FINAL FILING DATE: FEBRUARY 2, 2016

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**WHO MAY APPLY** This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY** Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
ATTN: ERICA ROTHENBERG  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**QUESTIONS** If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Erica Rothenberg, Exam Analyst at (916) 376-5454.**

**CROSS - FILE - TWO CLASSES** If you meet the entrance requirements for any of the classifications listed above, you may file for all examinations on a single application.

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

**THE POSITION** Under general direction, to lead and work with others in the operation, maintenance, and repair of the heating and electrical plant and other mechanical and power equipment of a State institution or a small group of State buildings; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Positions exist in Santa Rosa, Los Angeles, and Sacramento.

**MINIMUM QUALIFICATIONS** Two years of experience within the last fifteen years in the maintenance and operation of a heating, ventilating, and air- conditioning system and related equipment in a large commercial, industrial, or governmental building or institution.

**ADDITIONAL DESIRABLE QUALIFICATIONS** Education equivalent to completion of the twelfth grade.

SEE REVERSE FOR ADDITIONAL INFORMATION

CHIEF ENGINEER I QC20/6698 FINAL FILING DATE: 2/2/16

EXAMINATION  
INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

This examination will consist of a Qualifications Appraisal Interview (QAP), weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION. It is anticipated that the interviews will be held during February, 2016 in Santa Rosa, Los Angeles, and Sacramento.**

Special Note:

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

**A. Knowledge of:**

1. Heating, ventilating, refrigeration, air-conditioning, electrical, water, sewage, and other mechanical systems, and the methods, materials, and tools used in their operation, maintenance, and repair;
2. Safety Orders of the California Division of Occupational Safety and Health applying to heating, electrical, and other related mechanical equipment.

**B. Ability to:**

1. Read and write English at a level required for successful job performance;
2. Direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, and other mechanical systems;
3. Lead the work of skilled craftsmen and semiskilled workers and patient and inmate helpers;
4. Keep accurate records and prepare reports;
5. Think and act quickly in emergencies.

ELIGIBLE LIST  
INFORMATION

OPEN STATEWIDE eligible lists will be established for the Department of General Services. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

VETERANS'  
PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES    ♦    OFFICE OF HUMAN RESOURCES**  
**MAILING ADDRESS: P.O. BOX 989052    ♦    West Sacramento, CA 95798-9052    ♦    Telephone (916) 376-5400**  
**STREET ADDRESS: 707 3RD Street, 7<sup>TH</sup> Floor    ♦    West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929    ♦    Voice 1-800-735-2922